2 INTERNET REPORTING

There are two options to report your Quarterly Wage Reports via the Internet.

QTWRS Internet Address:
https://unemployment.wisconsin.gov/qtwrsadlogin/welcome.aspx

1. If you have *fewer than 150 employees* you may report your quarterly wage and tax report via the Internet. This is a form fill application where the employees' Social Security Numbers and names will be pre-printed from previous quarters' reports. You can type in the quarterly wage for each employee, correct employee name or Social Security Number, or add new employees. You must have a Social Security Number for each employee. When finished with the Wage screen you can Click OK and the Tax Report will be calculated for you. If you cannot finish the report in the session, you can save and exit, and the wage report will be available for you to complete later.

2. You can upload a wage file formatted in one of our three data formats. After you have completed and submitted your tax report on the Internet you can upload your wage file. A menu will follow allowing you to print your report and gives you the option to upload your Wage file(s). Click on 'upload Wage File(s)' and a box will open and lets you browse your PC for the file you want to upload, highlight that file, and click upload. You will be given a message if the Wage File is successfully uploaded and the file name will appear below under Uploaded files:. You must 'return' to the menu to 'exit'. You may upload more than one file but can only upload one file at a time. You can upload a maximum of 10 files and file size cannot exceed 1 megabyte.

You can file your quarterly Tax Report, UCT-101, and make your payment via Electronic Fund Transfer (EFT) also on the Internet and continue to report your wage report via magnetic/electronic media.

When you access QTWRS (Quarterly Tax Wage Reporting System) for the first time, you will be asked to establish a new account with the Department of Workforce Development. For all future quarterly filing, you will use that user name and password you establish in this initial step. After establishing your new account, you will be asked to provide your UI account number and the access number. You will be provided a new access number on the UC-101, Contribution/Tax Report, to be used only for that quarter. This two step security is used to assure that only an authorized person can access your records.